



# 14 Weeks

**BUSINESS IQ** Self-Directed Learning

## MICROSOFT OFFICE PROFESSIONAL PROGRAM

LEARN HANDS-ON, VALUABLE APPLICATIONS SUCH AS:



**SELF-DIRECTED  
LEARNING**

**Includes Various  
Student Resources  
and Supports**

WEBINARS ARE PRE-RECORDED  
AND CAN BE ACCESSED  
THROUGHOUT THE LENGTH  
OF THE PROGRAM



780-672-2672



INFO@BUSIQ.CA



WWW.BUSINESSIQTRAINING.COM

**Start Learning  
Today!**

# **Business IQ Training Inc.**

## **Microsoft® Office Professional Program**

Join the exciting world of business as a Microsoft® Office Professional. Competition for these employment openings will remain high as many qualified people look for positions where a strong proficiency in computer software use specifically relating to the Microsoft® Office Suite is required. To stay competitive, Microsoft® Office Professionals must be able to adapt to changing methods and responsibilities, while demonstrating highly proficient and efficient processing skills.

Microsoft® Office Professionals perform a variety of administrative duties in support of managerial and professional employers. Increasingly, they use word processing to format text and prepare professional quality documents and are also responsible for creating spreadsheets and lists to manage information. They make sure information gets to the people who need it, and they store and organize information so that it can be found easily. They may also be responsible for creating professional presentations, meeting agendas as well as use the Microsoft® Office Suite in a variety of ways.

Business IQ Training's Microsoft® Office Professional Program consists of:

- Advanced word processing skills using Microsoft® Office Word 365 to create high-quality documents.
- Progressive database and statistical analysis using Microsoft® Office Excel® 365 to import, export, manage and share data.
- Using Microsoft® Office PowerPoint® to create powerful, polished presentations.
- Advanced e-mail organization, search, and communication skills through the use of Microsoft® Office Outlook® 365.
- Applying Microsoft® Office Publisher skills to create high impact marketing materials.
- Gaining knowledge and benefits of Google's free online applications such as Gmail, Google Drive, Google Calendar, Google Docs, Google Sheets and Google Slides.
- Resume writing techniques and preparation.

Business IQ Training's Microsoft® Office Professional Certificate Program provides students with the necessary skills to be competitive in the current job market. Graduates of this program will be highly proficient in Microsoft® computer applications and prepared for a career as a Secretary, Administrative Assistant, Executive Assistant, and Information Management Technician in various industries. These positions involve a wide variety of tasks and assume varying degrees of responsibility depending on market needs, the needs of the firm, experience, skills, education level and personal initiative. With experience and ongoing learning, graduates may also obtain work of a supervisory or managerial nature.

A certificate of completion for the Business IQ Training Microsoft® Office Professional Certificate Program will be issued upon successful completion of all the following courses:

Using the Windows 11 Operating System  
Microsoft® Office Word 365 Levels 1, 2 & 3  
Microsoft® Office Excel® 365 Levels 1, 2 & 3  
Microsoft® Office PowerPoint® 365 Levels 1, 2 & 3  
Microsoft® Office Outlook® 365 Levels 1, 2 & 3  
Microsoft® Office Publisher® 365 Training  
Google Applications  
Resume and Cover Letter Writing

# **Admission Requirements for Business IQ Training's Microsoft Office Professional Certificate Program**

## **Student Admission**

Prior to admittance, each student must meet with an admissions councilor from Business IQ Training Inc. who will assess the student's ability to participate in classroom training for the course materials covered in their desired program. In addition, the admissions councilor will help the student assess their career objectives to resolve that their program of choice will suit their career objectives. Although the program is designed to include all levels of computer instruction and will start with basic computer skills training, students will complete a basic computer skills assessment to help determine their level of computer use.

## **Standard Admission**

Standard admission applicants must be 18 years of age or older by the start date of the program. If underage, the applicant must demonstrate suitability for the program and have written parental consent.

Alberta high school diploma, verified by transcript, or non-Alberta equivalent is preferred but an individual without will be considered if meeting our Mature student requirements.

## **Mature Admission**

A mature admission student is someone over the age of 19, who has been out of school for at least 2 years, and does not meet the high school diploma or G.E.D. requirements as a standard admission student.

At the discretion of the admissions councilor, students may be asked to complete basic computer skills activities and/or training prior to acceptance in the program. Students will need to demonstrate basic computer typing skills of 10 words per minute and will need to understand the basic concepts of PC computer use.

## **Student Testimonials**

**Former Student:** I just want to say thank you so much for everything. I owe it all to Business IQ for getting me to where I am right now in life, I wouldn't have come across my current employment opportunity without you and your team! Taking the course was the best decision I have ever made!!

**Former Student:** "It was great to freshen up on my education in such a positive and caring environment where you are respected as an individual instead of just a number. My new skills combined with old knowledge help me in every aspect of my day, including work and home. Thank you to all the amazing staff!! I would recommend Business IQ Training to anyone who is willing to learn.

**Former Student:** It's been a few weeks to look back and think about all that I learnt and where I am now as a person. Your programs allowed me to grow once again not just with new information and skills, but also through your encouragement, gave me the confidence to get back out there. Stacey, you are one of the best instructors I've ever had. You made learning easy, but challenging. You stood beside those that really needed help and allowed the others to excel in each area we looked at. You made learning fun and I must admit I miss the class just a bit.



**Business IQ Training Centre**  
**5051 50 Street Camrose, AB T4V 1R3**  
**www.businessiqtraining.com**  
**Tel. (780) 672-2672**

## **Terms and Conditions of Registration for Business IQ Training's Microsoft Office Professional Program**

### **Application Fee Required Prior to Registration**

Upon confirmation of program eligibility, a **\$400.00** registration fee is required and will be credited towards your tuition fee when training commences. Program acceptance will only be guaranteed to students who have provided the application fee.

### **Books & Supplies Fees**

2 weeks prior to training commencement all books and supplies fees must be paid unless exception has been made by Business IQ Training for Student Finance arrangements. Books and supplies for the Microsoft Office Professional program are **\$1200.00**. This fee covers the cost of required software for the

program and course workbooks. If a student cancels registration in the program with less than 2 weeks' notice no refund will be awarded for books and supplies.

### **Tuition Fees**

The tuition for the Microsoft Office Professional Program is **\$2800.00**. Tuition fees are in addition to books and supplies costs of **\$1200.00** for a total program cost to each student of **\$4000.00**. Tuition fees are due upon training commencement. Registration fees of \$400.00 that have been received will be credited towards any unpaid tuition fees upon training commencement. Payments can be made by Visa, MasterCard, Debit, Cash, Certified Cheque or Money Order.

### **Program Dates and Deadlines for 2024**

| Program Start Date | Program End Date | Application Deadline | Books & Supplies Fee Due Date | Tuition Due Date | 90% Tuition Refund Date | 40% Tuition Refund Date | No Refund After Date |
|--------------------|------------------|----------------------|-------------------------------|------------------|-------------------------|-------------------------|----------------------|
| 1/15/2024          | 4/22/2024        | 12/25/2023           | 1/1/2024                      | 1/15/2024        | 1/22/2024               | 2/26/2024               | 2/27/2024            |
| 2/15/2024          | 5/23/2024        | 1/25/2024            | 2/1/2024                      | 2/15/2024        | 2/22/2024               | 3/28/2024               | 3/29/2024            |
| 3/15/2024          | 6/21/2024        | 2/23/2024            | 3/1/2024                      | 3/15/2024        | 3/22/2024               | 4/26/2024               | 4/27/2024            |
| 4/15/2024          | 7/22/2024        | 3/25/2024            | 4/1/2024                      | 4/15/2024        | 4/22/2024               | 5/27/2024               | 5/28/2024            |
| 5/15/2024          | 8/21/2024        | 4/24/2024            | 5/1/2024                      | 5/15/2024        | 5/22/2024               | 6/26/2024               | 6/27/2024            |
| 6/15/2024          | 9/21/2024        | 5/25/2024            | 6/1/2024                      | 6/15/2024        | 6/22/2024               | 7/27/2024               | 7/28/2024            |
| 7/15/2024          | 10/21/2024       | 6/24/2024            | 7/1/2024                      | 7/15/2024        | 7/22/2024               | 8/26/2024               | 8/27/2024            |
| 8/15/2024          | 11/21/2024       | 7/25/2024            | 8/1/2024                      | 8/15/2024        | 8/22/2024               | 9/26/2024               | 9/27/2024            |
| 9/15/2024          | 12/22/2024       | 8/25/2024            | 9/1/2024                      | 9/15/2024        | 9/22/2024               | 10/27/2024              | 10/28/2024           |
| 10/15/2024         | 1/21/2025        | 9/24/2024            | 10/1/2024                     | 10/15/2024       | 10/22/2024              | 11/26/2024              | 11/27/2024           |
| 11/15/2024         | 2/21/2025        | 10/25/2024           | 11/1/2024                     | 11/15/2024       | 11/22/2024              | 12/27/2024              | 12/28/2024           |
| 12/15/2024         | 3/23/2025        | 11/24/2024           | 12/1/2024                     | 12/15/2024       | 12/22/2024              | 1/26/2025               | 1/27/2025            |

**Microsoft Office Professional Program  
 Course Module Schedule**

|                                       |  |
|---------------------------------------|--|
| <b>Module 1</b>                       | <b>Module 5</b>  |
| <b>Completion time: 21 Days</b>       | <b>Completion time: 14 Days</b>  |
| Using the Windows 11 Operating System | Microsoft Office Word Level 3  |
| Microsoft Office Word Level 1         | Microsoft Office Outlook Level 3                                       |
| Microsoft Office Outlook Level 1      | Microsoft Office Publisher   |
| <b>Module 2</b>                       | <b>Module 6</b>  |
| <b>Completion time: 14 Days</b>       | <b>Completion time: 14 Days</b>  |
| Microsoft Office PowerPoint Level 1   | Microsoft Office PowerPoint Level 3                                    |
| Microsoft Office Excel Level 1        | Microsoft Office Excel Level 3   |
|                                       | Program Evaluation   |
| <b>Module 3</b>                       | <b>Module 7 - Microsoft Office Finals</b>                              |
| <b>Completion time: 14 Days</b>       | <b>Final Exams are open for 7 days following completion of modules</b> |
| Microsoft Office Word Level 2         | Microsoft Final - Theory Exam  |
| Microsoft Office Outlook Level 2      | Microsoft Final - Practical Exam Part A                                |
| Resume & Cover Letter Writing         |  |
| <b>Module 4</b>                       | <b>Module 8 - Microsoft Office Finals</b>                              |
| <b>Completion time: 14 Days</b>       | <b>Final Exams are open for 7 days following completion of modules</b> |
| Microsoft Office PowerPoint Level 2   | Microsoft Final - Practical Exam Part B                                |
| Microsoft Office Excel Level 2        | Microsoft Final - Practical Exam Part C                                |
| Google Applications                   |  |

**Module Due Dates.** It is the responsibility of the student to complete all coursework for all modules. If an extension for module due dates is required, a request must be submitted online within 72 hours of each due date. Missed due dates will result in loss of marks and may result in courses marked as incomplete. To obtain program certification the student will have to re-register and complete any incomplete courses at an additional expense ~ Business IQ Management.

### Program Completion

Upon successful completion of the entire courseware within the Microsoft Office Professional Program, a certificate of completion for the Microsoft Office Professional Program with a letter of reference will be issued by Business IQ Training. If students do not finish or pass all of the modules, students will only receive a certificate of completion for the courseware they have successfully completed but will not receive a certificate for the entire program.



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# Certificate Program Application Form

## Distance Learning Microsoft Office Professional Program - \$4000.00

\*Please note that this form can be printed and returned by email or mail or can be accessed as a fillable form online at <http://www.businessiqtraining.com/program-information-packages.html>

|            |                |                                |             |
|------------|----------------|--------------------------------|-------------|
| Last Name  |                | First Name                     |             |
| Apt #      | Address        | City & Province                | Postal Code |
| Home Phone | E-mail Address | Date of Birth (year/month/day) |             |

### Please select the starting month of the program you are registering for:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> January 15 <sup>th</sup>  | <input type="checkbox"/> May 15 <sup>th</sup>    | <input type="checkbox"/> September 15 <sup>th</sup> |
| <input type="checkbox"/> February 15 <sup>th</sup> | <input type="checkbox"/> June 15 <sup>th</sup>   | <input type="checkbox"/> October 15 <sup>th</sup>   |
| <input type="checkbox"/> March 15 <sup>th</sup>    | <input type="checkbox"/> July 15 <sup>th</sup>   | <input type="checkbox"/> November 15 <sup>th</sup>  |
| <input type="checkbox"/> April 15 <sup>th</sup>    | <input type="checkbox"/> August 15 <sup>th</sup> | <input type="checkbox"/> December 15 <sup>th</sup>  |

### Program Payment Arrangements

- Registration Fee (\*where applicable) of \$400.00 received. Date: \_\_\_\_\_  
 In the event that we cancel your training prior to commencement, the registration fee is refundable.  
 VISA  MasterCard  Cash  Debit Card  Certified Cheque/Money Order
  
- Books/Supplies Fee of \$1200.00 received. Date: \_\_\_\_\_  
 Books/Supplies fee is due 2 weeks previous to the program start date. If paid prior to the date specified, this amount is refundable if we cancel your training prior to shipment of books. No refunds of this fee will be awarded after this date.  
 VISA  MasterCard  Cash  Debit Card  Certified Cheque/Money Order
  
- Tuition Fee Balance of \$2800.00 received. Date: \_\_\_\_\_  
 Tuition fee is due upon program commencement.  
 VISA  MasterCard  Cash  Debit Card  Certified Cheque/Money Order

**Have you previously taken courses from Business IQ Training?**

Yes  No

If yes, which courses and how long ago? \_\_\_\_\_

Will you require student finance assistance? \_\_\_\_\_

**Have you achieved a High School Diploma, G.E.D or equivalent?**

Yes  No

If no, what is your highest level of education? \_\_\_\_\_

Please note that proof of Education will be required for admittance. In addition, Business IQ Training may provide a Wonderlic Assessment to all students applying without educational requirements as part of our mature student program eligibility assessment.

Credit Card Information (Credit card will not be billed until registration accepted)

Credit Card Expiry Date \_\_\_\_\_ Month \_\_\_\_\_ Year

Credit Card Number

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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Cardholder's Name

|            |         |
|------------|---------|
| First Name | Surname |
|------------|---------|

Cardholder's Signature \_\_\_\_\_

I have read and accept the terms and conditions of application for the Microsoft Office Professional Certificate Program.

Student Signature: \_\_\_\_\_

**Student Registration Checklist: (for office use only)**

- Proof of highest level of education received. Date: \_\_\_\_\_
- Wonderlic Assessment completed. Date: \_\_\_\_\_ Assessment Satisfactory? YES NO
- Typing Assessment completed. Date: \_\_\_\_\_ Typing Score: \_\_\_\_\_ Words/Minute (min 10 required)
- Student Application Accepted. Date: \_\_\_\_\_ Accepted By: \_\_\_\_\_
- Alberta Student Enrolment Contract for Licensed Vocational Training Programs signed.
- Student Registration Fee of \$400.00 Date: \_\_\_\_\_ OR
- Confirmation of Student Finance arrangements received. Date: \_\_\_\_\_
- Books/Supplies fee of \$1200.00 received. Date: \_\_\_\_\_
- Tuition fee of \$2800.00 (less \$400.00 registration fee if applicable). Date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

In the event that student registration process is terminated, or training is cancelled, please provide details with dates and refund amounts where applicable.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_